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STATE OF MICHIGAN
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STATE SUPERINTENDENT

**FISCAL YEAR 2015
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM # 25**

TO: Child and Adult Care Food Program Institutions

FROM: Marla J. Moss, Director
Office of School Support Services

Date June 22, 2015

SUBJECT: Fiscal Year (FY) 2015 Child and Adult Care Food Program (CACFP)
Trainings

ACTION: **Registration Process for Trainings**

Application and Budget Training for the Child and Adult Care Food Program (CACFP) will be offered at eight (8) locations with nine (9) dates to choose from during FY 2015. The morning workshop will offer budget assistance for independent centers and application assistance for sponsors of centers, while the afternoon sessions will offer budget assistance for sponsors of centers and application assistance for independent centers.

CACFP workshop/trainings are free of charge and are designed for new institution staff and institution staff needing assistance with their application and budget. Individuals attending the workshop/training should have User ID and Password information to access the Michigan Electronic Grants System Plus (MEGS+). Personnel responsible for completing the CACFP application and budget for the program will need Level 2 or higher security access in MEGS+ to receive assistance during the training. Certificates will be available upon completion of the training and can be used toward annual training required by the Michigan Department of Licensing and Regulatory Affairs.

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Registration for CACFP trainings is required due to limited seating. Individuals registering for CACFP trainings must create an account on the Eventbrite website at www.Eventbrite.com. Save your account information as CACFP staff will not have access to that information. The registration process for Eventbrite is posted on the CACFP website at www.michigan.gov/cacfp under Training. Registration instructions are also attached to this memo. Questions regarding these trainings may be directed to CACFP staff at 517-373-7391.

Persons with disabilities needing reasonable accommodations for effective participation in the workshop should contact the CACFP office at 517-373-7391. **All requests for accommodations should be made at least two weeks prior to training.**

**Child and Adult Care Food Program
Fiscal Year 2015 Training
Eventbrite Online Registration Instructions**

To register:

1. Visit the Eventbrite website at: www.Eventbrite.com.
2. Create an account, which will require an email address and a password. Please save your account information.
3. Search for CACFP trainings by the city of the **training location** or by the **training date**.
4. Complete **all** of the required registration information:
 - First Name and Last Name
 - E-Mail Address
 - Job Title
 - Company/Organization Name
 - Address
 - City
 - State
 - Zip Code
 - Work Phone Number
 - CACFP Agreement Number. If no agreement number, type "applying" in this field.
 - County Name
 - Sponsor (multiple feeding sites) or Independent (single feeding site) Check the appropriate box. **Choose only one.**
 - Check the appropriate box for the session(s) you would like to attend that meets the criteria for your organization.
5. Review your information. When all of the required fields are complete, click "complete registration." Print registration confirmation.

To cancel a reservation, login to your account at www.Eventbrite.com, and cancel the reservation.

You **must** bring the following items to the training:

- 1. Laptop or tablet with Excel software**
- 2. User ID and password for the Michigan Electronic Grant System Plus (MEGS+)**
- 3. Financial information to work on your budget – for example: food costs, payroll costs, income, etc. NOTE: At least one attendee for the institution must have Level 2 or higher security access in the MEGS+ to get assistance with the application/budget**
- 4. Flash drive (recommended)**

Questions regarding this online registration process can be directed to Katherine Foreman, Registration Coordinator, at foremank4@michigan.gov or by phone at (517) 373-7391. Persons with disabilities needing reasonable accommodations for effective participation in the workshop should contact the Child and Adult Care Food Program office at 517-373-7391. **All requests for accommodations should be made at least two weeks prior to the training session.**

FY 2015 CACFP BUDGET/APPLICATION WORKSHOP SCHEDULE

Day	Month	Date	Year	Location	Address	Training Title
Thursday	July	23	2015	Traverse Bay ISD	1101 Red Drive Traverse City MI 49696	Budget Application Workshop
Wednesday	August	5	2015	Detroit Public Library	5201 Woodward Ave Detroit MI 48202	Budget Application Workshop
Wednesday	August	12	2015	Washtenaw ISD	1819 S. Wagner Ann Arbor 48103	Budget Application Workshop
Wednesday	August	19	2015	Saginaw Transitions Center	3860 Fashion Square Saginaw MI 48638	Budget Application Workshop
Wednesday	September	16	2015	Detroit Public Library	5201 Woodward Ave Detroit MI 48202	Budget Application Workshop
Wednesday	September	23	2015	Kalamazoo RESA	1819 E. Milham Ave Portage, MI 49002	Budget Application Workshop
Wednesday	September	30	2015	Genesee ISD- Davis Building	2413 West Maple Ave Flint, MI 48507	Budget Application Workshop
Wednesday	October	21	2015	Macomb ISD	44001 Garfield Road Clinton Twp., MI 48038	Budget Application Workshop
Thursday	October	29	2015	Michigan Works	2110 South Cedar St Lansing, MI 48910	Budget Application Workshop